

**UNITED STATES COURT OF APPEALS
ELEVENTH CIRCUIT**

Position Title:	DEPUTY CIRCUIT EXECUTIVE
Opening Date:	13 June 2011
Closing Date:	11 July 2011 or until filled
Salary Range:	\$118,846-\$165,300 (JSP 15-16) depending upon qualifications

The Office of the Circuit Executive for the Eleventh Judicial Circuit in Atlanta, Georgia, is accepting applications for the position of **Deputy Circuit Executive**. A letter of application with a resume and a self-edited writing sample of no more than three pages should be submitted by **11 July 2011** (or until filled) to:

Cheryl Vessels
Human Resources Manager
Eleventh Circuit
United States Court of Appeals
56 Forsyth Street, NW
Atlanta, Georgia 30303

About the Office of the Circuit Executive: The Circuit Executive provides policy development and administrative support to the Eleventh Circuit Judicial Council, a governing board of 19 federal judges for the federal courts in the States of Alabama, Florida, and Georgia. The Circuit Executive also supports the Circuit Chief Judge, and coordinates a wide range of administrative matters affecting all federal courts within the circuit, including management and coordination of support staff for the Court of Appeals. In addition, the Circuit Executive provides staff support for Bankruptcy Judge and Federal Public Defender Merit Selection Panels. The Circuit Executive performs other duties outlined in Title 28 of the United States Code at Sections 332 (e) and (f).

Position Overview: The Deputy Circuit Executive is a senior-level management position reporting directly to the Circuit Executive, exercising broad supervisory and administrative responsibility for the Office of the Circuit Executive, and acting for the Circuit Executive in his absence. Major responsibilities include assisting the Circuit Executive in the exercise of all duties outlined in Title 28, United States Code, § 332 and those assigned by the Judicial Council and the Court of Appeals; establishing and enforcing operating procedures and standards; directly supervising upper-level managers; and managing the day-to-day operations of the Office of the Circuit Executive, including budgeting, procurement, property accountability, space and facilities, emergency preparedness, security planning, information technology, personnel management, special events and projects, conferences, and support of judicial officers. The position requires extensive analytical and writing responsibilities.

Representative Duties:

Overall supervision of operational and administrative functions of the Office of the Circuit Executive.

Direct supervision of a diverse group of professionals and upper-level managers.

Assist in the development of organizational goals and objectives.

Research, analyze, and synthesize statutes, policies, and regulations governing a wide range of issues, including government fiscal and procurement law, canons of ethical behavior, personnel and employment matters, and judiciary practices and procedures. Provide expert and/or legal opinions regarding acceptable options and best practices.

Prepare written memoranda, policies, and manuals for wide distribution to judicial officers and staff.

Coordinate staff efforts, monitor and ensure timely compliance with project deadlines, and evaluate and memorialize lessons learned during major projects and operations.

Administer a complex personnel system to include hiring, evaluating, motivating, training, coaching and mentoring employees.

Oversee the preparation and administration of a centralized budget; certify the payment of court obligations; serve as a contracting offer.

Study and recommend changes to organizational structure and individual job descriptions to maximize overall office efficiency and effectiveness.

Supervise the planning and coordination of the biennial circuit judicial conference and special events such as investitures, dedications, and ceremonies.

Interact courteously and professionally with judges and high-level government, legal, law enforcement, and private sector officials.

Qualifications/Requirements:

A minimum of ten years of progressively responsible administrative, professional, or legal experience, including at least five years of extensive and substantial management responsibility is required. Demonstrated, excellent written and oral communications abilities and strong interpersonal and analytical skills are essential.

An undergraduate degree from an accredited university is required. A law degree is strongly preferred, but a graduate degree in business, public, or judicial administration or other related academic disciplines combined with substantial court administration experience may be substituted.

The successful applicant must have the ability to digest a substantial quantity of oral and written materials and produce clear, concise, and accurate written work product. Applicants are required to submit a self-edited writing sample of no more than three pages that will be considered in determining the applicant's qualifications for this position.

Conditions of Employment: The selected candidate will be subject to a background check, and retention depends upon a favorable suitability determination after a ten-year background investigation. The initial investigation will be updated every five years thereafter. All employees of the Judiciary are "at will" employees in the excepted service. The position is subject to mandatory electronic funds transfer for payment of salary. Applicants must be citizens of the United States of America or be eligible to work in the United States.

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EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

PAID VACATIONS	From 13 to 26 days per year depending on length of federal service.
PAID HOLIDAYS	10 days per year
SICK LEAVE	13 days per year
HEALTH INSURANCE	Employees may participate in the Federal Employees Health Benefits Program (FEHBP), and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
DENTAL/VISION INSURANCE	Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.
LIFE INSURANCE	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
FLEXIBLE BENEFITS	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
LONG-TERM CARE INSURANCE	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
WITHIN-GRADE SALARY INCREASES	Within each salary classification level there are 10 "steps." Based upon performance, employees are eligible for annual step increases through step 3, increases every 2 years through step 6, and increases every 3 years through step 10.
TIME IN SERVICE	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
RETIREMENT	Employees contribute 6.45% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 6.45%, 4.2% goes to social security, 1.45% goes to Medicare, and .8% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to "401(k)" plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.

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(revised 12/2006)